Saskatchewan
Finance

Annual Report 2002

Public Employees Dental Fund

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Saskatchewan
Finance

Her Honour, The Honourable Dr. Lynda M. Haverstock
Lieutenant Governor of the Province of Saskatchewan
Government House
4607 Dewdney Avenue
Regina, Saskatchewan
S4P 3V7

Dear Madam:

Letter of Transmittal

I have the honour to transmit herewith the twelfth Annual Report of the Public Employees Dental Fund for the year ending December 31, 2002.

I have the honour to be, Madam,

Your obedient servant,

Jim Melenchuk
Minister of Finance

Saskatchewan
Public Employees
Benefits Agency

The Honourable Jim Melenchuk
Minister of Finance
Regina, Saskatchewan

Sir:

Letter of Transmittal

On behalf of the Public Employees Benefits Agency, I have the honour to transmit herewith the twelfth Annual Report of the Public Employees Dental Fund for the year ending December 31, 2002.

Respectfully submitted,

Brian Smith
Executive Director

INTRODUCTION

The Public Employees Dental Plan was established on February 1, 1982.

The intent of the Plan is to promote good dental health by reducing costs for preventive, routine and major restorative dental work.

Coverage is provided to employees of Executive Government, several Crown Corporations and various Agencies, Boards and Commissions as approved by the Lieutenant Governor in Council.

Spouses and dependent children are also eligible for coverage under the Plan.

As at December 31, 2002 there were approximately 27,403 insured employees.

The following employers participate in The Government of Saskatchewan Public Employees Dental Plan:

Board of Arbitration under *The Surface Rights Acquisition and Compensation Act* (The)
Cafeteria Board of Saskatchewan
Chief Electoral Officer (Office of the)
Children's Advocate (Office of the)
Crown Investment Corporation of Saskatchewan
Farm Land Security Board
Horned Cattle Fund
Information and Privacy Commissioner (Office of the)
Information Services Corporation of Saskatchewan
Leader of the Opposition (Office of the)
Legislative Assembly Office (Employees of the)
Legislative Counsel and Law Clerk (Office of the)
Legislative Library (Employees of the)
Liquor and Gaming Authority
Meewasin Valley Authority
Milk Control Board
NDP Caucus Office
Ombudsman (Office of the)
Power Greenhouses Inc.
Prairie Diagnostic Services
Provincial Auditor (Office of the)
Sask Pork
Saskatchewan Archives Board
Saskatchewan Arts Board
Saskatchewan Assessment Management Agency
Saskatchewan Centre of the Arts
Saskatchewan Communications Network Corporation
Saskatchewan Crop Insurance Corporation
Saskatchewan Government Insurance
Saskatchewan Health Information Network
Saskatchewan Human Rights Commission
Saskatchewan Institute of Applied Science and Technology
Saskatchewan Municipal Board
Saskatchewan Party Caucus
Saskatchewan Power Corporation
Saskatchewan Property Management Corporation
Saskatchewan Telecommunications Holding Corporation
Saskatchewan Transportation Company
SaskEnergy Incorporated
SecurTek Monitoring Solutions Inc.
SGI Canada Insurance Services Limited
St. Louis Alcoholism Rehabilitation Centre
TransGas Limited
Wakamow Valley Authority
Wanuskewin Heritage Park Authority
Wascana Centre Authority
Western Development Museums
Workers' Compensation Board (The)

The Government of Saskatchewan with respect to the following individuals:

Chief Electoral Officer
Children's Advocate
Conflict of Interest Commissioner
Information and Privacy Commissioner
Judges of the Provincial Court
Legislative Assembly (Members of the)
Members of the Public Service of Saskatchewan as defined by *The Public Service Act, 1998*
Ombudsman
Provincial Auditor

OPERATION OF THE PLAN

Administration

The Public Employees Dental Plan is self-insured and is managed by the Public Employees Benefits Agency, Saskatchewan Finance.

Canada Life Assurance Company is on contract under an Administrative Services Only agreement to provide claims adjudication and benefit payment services to the Plan.

Funding

Funding for the Plan is totally employer paid as a percentage of gross salary. Effective January 1, 1998, premium funding was paid at a straight rate of 1% of gross salary.

Benefits

The Plan provides three levels of coverage as follows:

		Reimbursement
Level I	Preventive Services	100%
Level II	Basic & Routine Services	75%
Level III	Major Restorative Services	50%

Eligible dental expenses are reimbursed to a maximum of the fees outlined in the suggested fee guide issued by the College of Dental Surgeons of Saskatchewan.

Additional coverage for enhanced dental benefits has been provided for certain employer and union groups.

Premiums/Claims Experience

	Dec 31, 2002	Dec 31, 2001
Premiums	$15,048,817	$14,340,667
Claims	$13,215,214	$11,558,361
# Claims Paid	74,474	71,177

MANAGEMENT'S REPORT

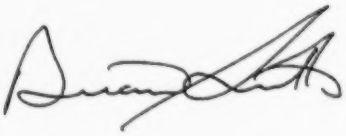
To the Members of the Legislative Assembly of Saskatchewan

As members of management of the Public Employees Dental Fund, we are responsible for the preparation and presentation of the following financial statements in accordance with Canadian generally accepted accounting principles applied on a basis consistent with that of the preceding year.

The significant accounting policies adopted in the preparation of the financial statements are fully and fairly disclosed in the financial statements.

We believe the Public Employees Dental Fund has a system of internal control adequate to provide reasonable assurance that the accounts are faithfully and properly kept to permit the preparation of accurate financial statements in accordance with Canadian generally accepted accounting principles.

We enclose the financial statements of the Public Employees Dental Fund for the year ended December 31, 2002 and the Provincial Auditor's report on these financial statements.



Brian Smith
Executive Director
Public Employees Benefits Agency

Perry Bahr
Director, Benefit Programs
Public Employees Benefits Agency

Regina, Saskatchewan
March 3, 2003

PUBLIC EMPLOYEES DENTAL FUND

FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2002

AUDITOR'S REPORT

To the Members of the Legislative Assembly of Saskatchewan

I have audited the statement of financial position of the Public Employees Dental Fund as at December 31, 2002 and the statements of operations and net assets and cash flows for the year then ended. The Fund's management is responsible for preparing these financial statements for Treasury Board's approval. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Fund as at December 31, 2002 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Regina, Saskatchewan
March 3, 2003

Fred Wendel, CMA, CA
Provincial Auditor

PUBLIC EMPLOYEES DENTAL FUND
STATEMENT OF FINANCIAL POSITION

STATEMENT 1

AS AT DECEMBER 31

	2002	2001
ASSETS		
Due from General Revenue Fund (Note 3 and 6)	$13,397,846	$11,468,543
Employer contributions receivable (Note 6)	289,221	430,511
Other receivable	20,000	-
Total Assets	$13,707,067	$11,899,054
LIABILITIES AND NET ASSETS		
Liabilities:		
Accounts payable (Note 6)	$ 213,443	$ 118,126
Provision for unpaid claims (Note 7)	1,252,486	833,416
Total Liabilities	1,465,929	951,542
NET ASSETS (STATEMENT 2)	12,241,138	10,947,512
TOTAL LIABILITIES AND NET ASSETS	$13,707,067	$11,899,054

(See accompanying notes to the financial statements)

PUBLIC EMPLOYEES DENTAL FUND
STATEMENT OF OPERATIONS AND NET ASSETS

STATEMENT 2

YEAR ENDED DECEMBER 31

	2002		2001
	Budget (Note 8)	Actual	Actual
REVENUE			
Employer contributions	$15,300,000	$15,048,817	$14,340,667
Interest (Note 3)	450,000	297,005	410,823
	15,750,000	15,345,822	14,751,490
EXPENSES			
Claims incurred	13,000,000	13,215,214	11,558,361
Adjudication fees	641,000	723,935	365,242
Administration expenses (Note 4)	144,680	113,047	103,350
	13,785,680	14,052,196	12,026,953
Surplus for the year	1,964,320	1,293,626	2,724,537
NET ASSETS, BEGINNING OF YEAR	10,947,512	10,947,512	8,222,975
NET ASSETS, END OF YEAR (STATEMENT 1)	$12,911,832	$12,241,138	$10,947,512

(See accompanying notes to the financial statements)

PUBLIC EMPLOYEES DENTAL FUND
STATEMENT OF CASH FLOWS

STATEMENT 3

YEAR ENDED DECEMBER 31

	2002	2001
Cash flows from operating activities:		
Employer contributions received	$15,170,107	$14,476,906
Interest received	297,005	410,823
Claims paid	(12,796,144)	(11,931,767)
Administration expenses paid	(99,845)	(116,289)
Adjudication fees paid	(641,820)	(339,660)
Net increase in cash	1,929,303	2,500,013
DUE FROM GENERAL REVENUE FUND, BEGINNING OF YEAR	11,468,543	8,968,530
DUE FROM GENERAL REVENUE FUND, END OF YEAR	$13,397,846	$11,468,543

(See accompanying notes to the financial statements)

PUBLIC EMPLOYEES DENTAL FUND
NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2002

1. Description of the Fund

The Public Employees Dental Fund is used to account for the transactions of the Public Employees Dental Plan. The Plan was established February 1, 1982 and continues under subsection 64(2) of *The Financial Administration Act, 1993.* The Plan is designed to promote good dental health among plan members by reducing the members' costs for preventive, routine and major dental services.

The Plan is funded entirely by the employers who are members of the Plan. Employers consist of the Public Service of Saskatchewan as defined by the *Public Service Act,* and certain Saskatchewan crown agencies, whose participation in the Plan has been approved by the Lieutenant Governor in Council. The contribution rate is 1% of regular pay. In addition to this, certain employers pay an additional amount to cover enhanced dental benefits. Premiums on enhanced dental benefits are adjusted for experience.

Claims are adjudicated and processed for payment by the Canada Life Assurance Company.

2. Significant Accounting Policies

The financial statements are prepared in accordance with Canadian generally accepted accounting principles. The following accounting policies are considered significant.

a) Employer Contributions

Employers are billed premiums at the end of each month. Premiums are recognized as revenue when due.

b) Interest Revenue

Interest is recognized as earned during the year.

c) Unpaid Claims

The provision for unpaid claims represents a provision for the cost of claims reported but not paid prior to year end and an estimate of claims incurred but not reported based upon the claims experience.

d) Accounts Payable

The estimate of administrative expenses to be incurred on claims is included in the provision for accounts payable. The estimates are necessarily subject to uncertainty and are selected from a range of possible outcomes.

e) Cash and Cash Equivalents

Cash consists of the Due from General Revenue Fund.

3. Due from General Revenue Fund

The Public Employees Dental Fund Bank account is included in the Consolidated Offset Bank Concentration (COBC) arrangement for the Government of Saskatchewan.

The Dental Fund's interest income is calculated and paid by the General Revenue Fund on a quarterly basis into the Dental Fund's bank account using the Government's thirty day borrowing rate, and the fund's average daily bank account balance. The Government's average thirty day borrowing rate in 2002 was 2.43% (2001 – 4.26%).

4. Administrative Expenses

The Public Employees Benefits Agency Revolving Fund administers the Public Employees Dental Fund for a mutually agreed upon fee. The Public Employees Dental Fund pays the administration expenses to the Public Employees Benefits Agency Revolving Fund on agreed upon dates.

5. Related Party Transactions

Included in these financial statements are transactions with various Saskatchewan Crown corporations, departments, agencies, boards and commissions related to the Fund by virtue of common control by the Government of Saskatchewan and non-Crown corporations and enterprises subject to joint control and significant influence by the Government of Saskatchewan, collectively referred to as "related parties". These transactions are recorded at agreed upon exchange amounts.

All employer contributions and employer contribution receivables are from related parties.

Other transactions with related parties and amounts due to/from them are described separately in the financial statements and notes thereto.

6. Fair Value of Financial Instruments

For the following financial instruments the fair value approximates their carrying value due to the immediate or short-term nature of these investments:

a) due from General Revenue Fund
b) accounts receivable, and
c) accounts payable.

The fund is exposed to minimal credit risk from the potential non-payment of accounts receivable as these receivables are from government agencies and were collected shortly after year-end.

The method and assumptions used to estimate the fair value of the provision for unpaid claims are described in Note 7.

7. Provision for Unpaid Claims

The provision for unpaid claims includes two components:

a) claims that have been reported but not paid by year end; and
b) claims that have been incurred but not yet reported by year end.

Management recorded claims reported during the year but not paid at December 31, 2002 totaling $513,441 (2001- $346,965). The carrying value of this portion of the provision for unpaid claims approximates the fair value because of its immediate nature.

Management estimated the claims incurred but not reported at year end totaled $739,045 (2001- $486,450). The establishment of the estimate for unpaid claims incurred but not yet reported relies on a number of factors which necessarily involves risks that the actual results may differ materially from the estimates in the near term. However, dental claims are short-tail claims and tend to be reasonably predictable. In 2002, the Fund paid $620,275 related to claims incurred prior to December 31, 2001. The determination of the fair value for this portion of the provision for unpaid claims is not practical.

8. Budget

The Public Employees Benefits Agency prepares and approves the budget.